

## **Accounting Technician Apprenticeship**

### **Occupational Profile**

OCCUPATIONAL PROFILE		
1. Apprenticeship Title	Accounting Technician Apprenticeship	
2. NFQ Level	Level 6 Advanced Certificate	
3. Duration	Minimum 2 years	
4. Typical tasks/responsibilities	<p>Accounting Technicians are qualified accounting professionals working at all levels of finance. They work in every type of organisation and are widely employed throughout the public sector, industry and commerce and in private accountancy practices.</p> <p>The Accounting Technician supports all elements of the accounts function, including income and expenditure, Balance sheet transactions, statutory returns and Payroll requirements and is involved in the day-to-day practical work of accountancy and plays a key operational role in producing reliable financial information.</p> <p>The Accounting Technician processes all accounts payable and receivable in order to prepare, or support the preparation of, periodic accounts. They record and monitor income and expenditure including accrued and deferred income, complete regular bank reconciliations and accounts for/completes statutory returns. They produce Management Accounts and supply vital financial information to contribute to the cost effective running of the Company through their reporting on costing and cost controls.</p> <p>The Accounting Technician prepares Company annual budgets and monitors the progress of this throughout the year. They prepare, or assist in the preparation of, Company year-end financial statements.</p> <p>They provide regular analysis and reports to contribute to producing accounts.</p>	
On successful completion of the apprenticeship the Accounting Technician will be able to demonstrate competence in the following:		
5. Knowledge	<ul style="list-style-type: none"><li>○ Financial Accounting Fundamentals</li><li>○ Double-Entry Bookkeeping and Accounting Systems</li><li>○ Regulatory Requirements</li><li>○ Financial Statements preparation</li><li>○ Annual Budgets</li><li>○ Cost control</li><li>○ Costing’s across a range of goods and services</li><li>○ Business Functions &amp; Context</li><li>○ Business Ethics</li></ul>	

		<ul style="list-style-type: none"> <li>○ Legal Requirements</li> <li>○ Company Law</li> <li>○ Data Protection</li> <li>○ Corporate Governance</li> <li>○ Company Tax Administration and Procedures</li> <li>○ Personal Taxation</li> <li>○ Accounting Systems</li> <li>○ Payroll</li> <li>○ Budgeting</li> </ul>
6.	<b>Skills</b>	<p><b>Core Skills</b></p> <ul style="list-style-type: none"> <li>○ Process Accounts Receivable and Payable, Sales, Purchases and nominal ledger administration.</li> <li>○ Maintenance of bookkeeping records</li> <li>○ Account for Accruals and Prepayments</li> <li>○ Support the budget preparation process</li> <li>○ Support the preparation of accounts</li> <li>○ Analysis of monthly expenses, credit cards, VAT analysis</li> <li>○ Ensure timely and accurate completion of statutory obligations</li> <li>○ Complete bank reconciliations</li> <li>○ Analyse and interrogate data and provide a high level overview</li> <li>○ Produce reports</li> <li>○ Credit control</li> <li>○ Responsibility for petty cash</li> </ul> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>○ Tax - Complete &amp; file VAT Returns. Deal with Revenue queries.</li> <li>○ Payroll - Setup new staff, Issue P45s, Complete Social Welfare Forms, Process monthly payroll, Prepare payroll Journals.</li> <li>○ Audit - Support the preparation for the annual audit.</li> <li>○ Computer skills - Including MS Excel, Word and PowerPoint. Knowledge of accounting software including Sage/Relate Accounts Production</li> </ul> <p><b>Soft Skills</b></p> <ul style="list-style-type: none"> <li>○ Operates with a high level of integrity, diplomacy, tact and professionalism</li> <li>○ Strong interpersonal and communication skills, both written and orally</li> <li>○ Report Writing</li> <li>○ Customer Service Skills, helpful and approachable</li> <li>○ Strong organisational skills, with ability to manage multiple tasks and resources.</li> <li>○ Time management including prioritising schedules and timelines</li> <li>○ Attention to detail and problem solving</li> <li>○ Ability to work as part of a team and on their own initiative.</li> </ul>

		<b>Transversal Skills</b> <ul style="list-style-type: none"> <li>○ Maths, Accounting, English, Computer skills</li> </ul>
7.	<b>Competences</b>	<ul style="list-style-type: none"> <li>○ Integrity</li> <li>○ Objectivity</li> <li>○ Professional competence and due care</li> <li>○ Confidentiality</li> <li>○ Professional behaviour</li> <li>○ Confident</li> <li>○ Attention to detail</li> <li>○ Strong communicator</li> <li>○ Ability to multi task</li> <li>○ Ability to cope under pressure</li> <li>○ Strong numeracy skills</li> </ul>
8.	<b>Industry/industries served by the apprenticeship</b>	<p>Accounting Practice Firms, Financial Services and broader Industry.</p> <p>Accounts function in SME and large organisations, Sole Traders, Public Sector.</p>